

Please fill out the form carefully. Any missing or incorrect information will result in a delay in your ticket set up. Once the form has been signed and received, please allow 5 business days to finalize your event. A proof will be emailed for your approval. Please call us at 780-449-3378 if you have questions.

RENTER INFORMATION

First name _____ Last name _____

Address _____
Street and number City/Town Province Postal

Code

Contact phone number _____ Email _____

Is your organization a No ►
registered corporation? Yes (submit your Certificate of Incorporation or Equivalent with this application)

Is your organization a No ►
registered not-for-profit? Yes (submit your Non-Profit Certificate of Incorporation with this application)

Does your organization have a GST Number? No
 Yes ► GST # _____

Organization _____

Contact name _____

Address _____
Street and number City/Town Province Postal

Code

Phone number _____ Email _____

EVENT OVERVIEW

Name of Event _____

Description of Event

Festival Place Rental Request

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Choose three dates that work for you. If we cannot accommodate your request, we will offer available dates.

Date options: 1st _____ 2nd _____ 3rd _____

ROOM REQUEST

Number of Guests/Audience: _____

Type of Facility Rental (see attached for offerings by capacity)

- Full Facility Ardrossan Room
 Main Stage Theatre Patio
 Sherwood Park Room Peace Park

MAIN STAGE THEATRE RENTAL DETAILS (If applicable)

Type of show: Concert Performance Rehearsal Awards
 Other: _____

Style of seating: Cabaret Theatre

How many performers are there? _____ What time is the show/event? _____

What time do you require access to the building (include your load in time)? _____

What time will you exit the building (include your load out time)? _____

Is there an intermission: No Yes

If yes, at what time? _____ Length of intermission? _____

Festival Place Rental Request

MAIN STAGE THEATRE ADDITIONAL INFORMATION

Follow spot required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Access to stage from audience?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Podium and microphone?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Rider included?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Monitors required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Loading dock required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Stage plot included?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Stage risers required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Choral shell required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

TECHNICAL REQUIREMENTS

All technical requirements must be discussed prior to booking the facility and confirmed 3 weeks in advance of rental date. If the theatre is booked, a meeting with a technician is required before a final license agreement is signed to ensure rental costs are as accurate as possible. Please attach technical rider.

The license agreement is signed before client meets with technicians and can be adjusted after this meeting.

MERCHANDISE SET UP (If applicable)

Do you require tables? Yes No If yes, how many? _____

Do you require chairs? Yes No If yes, how many? _____

RENTAL DETAILS

Guest Tables _____ # Guest Chairs _____ # Catering Tables _____

Head Table No Yes

If yes, how many for seating? _____ Are risers required? _____

Festival Place Rental Request

ADDITIONAL INFORMATION

If yes, please specify.

Additional tables required? (ex. Cake/Signing/Gift/Memorial)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Will there be a DJ or Live Music?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Will you need a dance floor?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Podium and microphone?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Screen and projector?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Any additional activities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

TICKETING

Is ticketing required? No Yes

If yes, reference the [REC 27265 Festival Place Rental Event Set-Up](#).

Collection and use of personal information

Personal information is collected under the authority of section 4(c) of the *Protection of Privacy Act* and will be used to manage and administer Festival Place bookings. If you have any questions regarding the collection or use of this information, contact 780-467-2211.